

KIRINYAGA COUNTY GOVERNMENT



COUNTY PUBLIC SERVICE BOARD

VACANCIES

The Kirinyaga County Public Service Board wishes to recruit competent and qualified persons to fill the following positions.

1. Accountant - Job Group-J/K. Job Ref: KCPSB/CS/01/10/2013

Job Summary: To maintain accounting records and financial reporting on Kirinyaga County Alcoholic Drinks Control Fund.

Duties and Responsibilities

1. Bank reconciliation arising from applications and issuance of alcoholic licenses;
2. Accounting of revenue and expenditure;
3. Maintenance of general ledger;
4. Maintenance of Cash book;
5. Preparation of fund financial statements;
6. Preparation of fund monthly accounts.
7. Any other duty as may be assigned by supervisor

Qualifications and Competencies

1. Bachelors Degree in Commerce/Business Administration/Accounting or Finance or any other related field
2. CPA II or above
3. Minimum three (3) years relevant experience;
4. Experience in bank reconciliation;
5. Excellent writing and computer skills in Ms Word and Excel;
6. Must possess excellent communication skills (English and Kiswahili both oral and written);
7. A team player, able to cope with a highly challenging environment;
8. Ability to work under minimum supervision.

2. Programme Officer-Alcoholic Drinks Control Job Group-J/K. Job Ref: KCPSB/CS/02/10/2013

Duties and Responsibilities

1. Support the Director – Alcoholic Drinks Control in planning, implementation and monitoring of alcohol and drug abuse intervention program in the County;
2. Support partnership linkages and working relationships with the public, private sector, and the general public;
3. To prepare annual and quarterly work-plans and budgets for the Directorate in liaison with the Director;
4. Facilitate evaluation of alcohol and drug abuse programs in liaison with Director;
5. To prepare monthly and quarterly programs progress reports;
6. Perform any other duties as assigned.

Qualifications and Competencies

1. Bachelor's degree in Social Sciences or equivalent from a recognized university;
2. Minimum 3 years relevant work experience in program management
3. Skills in community/resources mobilization and ability to work with diverse groups of stakeholders;
4. Knowledge of alcohol and substance of abuse legislation, policy and related mitigation;
5. Knowledge of programme design, implementation, monitoring, evaluation and budgeting;
6. Have high level of integrity and a Team player;
7. Have excellent interpersonal, presentation and communication skills;
8. Proficiency in computing skills.

3. Co-coordinator-People Living With Disability. Job Group-J/K. Job Ref: KCPSB/CS/03/10/2013

Kirinyaga County Government plans to profile all persons living with disability as part of an elaborate program to provide support services and resources.

Duties and Responsibilities

1. To support the Department to implement its overall strategic direction to maximize the quality and impact of its programs and optimize the benefits for children and adults living with disability.
2. To lead the process of mainstreaming disability assistance and promote a rights-based approach to meeting the needs of children and adults living with disability
3. Monitor and
4. To implement systems enabling effective review, monitoring and evaluation of progress made in the area of inclusion of people with disability and give strategic direction on various interventions

Qualifications and Competencies

1. A person living with disabilities
2. A Holder of bachelor's degree in social science or related field. A masters degree is an added advantage.
3. Knowledge of the emotional, physical and behavioural needs of people with disabilities.
4. Conversant with issues relating to persons living with disabilities.
5. Demonstrated interest in supporting people with disabilities to achieve their goals in the home and the community.
6. Able to network with other organizations nationally and internationally.
7. Have proposal writing skills.
8. Ability to work under minimum supervision
9. Excellent in writing and computer skills.

Terms of Employment - Permanent

How to Apply

All applications should be sent by post quoting the job reference number on the subject of the application and on the envelop. Applications can also be hand delivered to the County Governor's office, Kirinyaga at the County Public Service Board Office on or before **17th October 2014**.

Only shortlisted candidates will be contacted. Shortlisted candidates will be required to produce their original National Identity Cards and Testimonials during the interview. Successful candidates will be required to produce: Clearance Certificates from CID, HELB, KRA, EACC, CRB and.

The Kirinyaga County Government is an equal opportunity employer. Women, Persons with Disabilities and other disadvantaged persons who meet the specified requirements are encouraged to apply.

The Salary and benefits attached to each post may be subject to review as would be advised by Salaries and Remuneration Commission.

Secretary
Kirinyaga County Public Service Board
P.O Box 260
KUTUS